

III 11 01 BULLETIN BOARD USAGE & OUTDOOR SIGNAGE/DISPLAYS

INTRODUCTION

This policy governs the distribution and posting of flyers, leaflets, posters, hanging banners and advertisements, etc. to be displayed on Volunteer State Community College (VSCC) bulletin boards and designated outdoor areas and applies to all VSCC bulletin boards on all campuses as well as designated outdoor areas. Designees at each site or center are authorized to approve bulletin board usage. This policy shall exclude employee and faculty bulletin boards and faculty postings on classroom boards.

POLICY

A. Bulletin Boards

A stamped approval, with an expiration date, **MUST** be obtained from the Office of the Vice President for Student Services or the designees at each site or center **PRIOR** to the posting of flyers, leaflets, posters, etc. Stamped notices may remain on the designated bulletin boards for a period of 14 days. Exceptions may be made for the advertisement of campus events and the 14-day expiration date will be waived. That determination is made at the time the individual receives the stamped approval. Once a posting has expired, any student, faculty or staff may remove the posting from the bulletin board in order to maintain unsightly clutter.

Use of a bulletin board may be denied on the basis of one or more of the following: 1) the person or group is not authorized to use the board in question; 2) the material is not the type authorized for the board in question, or fails to meet any special conditions as posted on the board; 3) the material is obscene or otherwise violates any federal or state law or regulation of the institution or school; or 4) there is insufficient space available for the material on the board in question due to the previous posting of other materials. Approved materials may be posted on designated bulletin boards in buildings on campus or at each site or center. Those bulletin boards designated for an office, department, division, or student club should contain only materials pertaining to those areas.

B. Display of Outdoor Signage and/or Banners

The content, dimensions and materials from which the signage and/or banner is made must be approved by the Vice President for Student Services and Plant Operations prior to the signage and/or banner being ordered and subsequently placed at any of the VSCC campuses. Outdoor signage and/or banners may be left displayed for no more than 72 hours (24 hours prior to the event taking place, the day of the event and no longer than the 24 hours following the event). Outdoor signage can be placed in any grassy area on any of the campuses so as to not impede sidewalk or roadway traffic. Banners that are to be hung on the sides of buildings can only be displayed on a building that has been previously outfitted to accommodate hanging banners. Also, banners can be hung in other designated areas using the appropriate materials to do so (see Appendix A).

C. PROCEDURE

1. Bring flyers, leaflets, poster, and/or example of outdoor signage or banner, etc. to the Office of the Vice President for Student Services on the main campus or to the authorized designee at each site or center.
2. Receive an approval stamp on those items to be displayed on a bulletin board and/or signatory approval for outdoor signage or banners, which will indicate the expiration date. For outdoor signage and banners, a designated location(s) will also be a part of the signatory approval. An original approval stamp **MUST** be displayed on each flyer, leaflet or poster.
3. Remove materials after the designated expiration date.

PENALTY

Failure to comply with this policy will result in the immediate removal of materials.

VSCC Source: December 16, 2008, President's Cabinet; January 28, 2019, President's Cabinet

APPENDIX A

Guidelines for Appropriate Hanging Signage

1. Signage intended to hang on the sides of previously outfitted buildings must not exceed the size which can be accommodated on each building. Each building that is outfitted to accommodate hanging signage has a different size.
2. Signage must be made of material that will be durable in any kind of weather and the material must be approved for use by Plant Operations prior to the printing of the sign.

3. Signage must be equipped with the appropriate hardware which will allow for the signage to be mounted on the building or hung on the designated bannisters and/or railings (i.e. properly sized grommets in each corner of the signage).
4. Signage intended for bannisters and railings should be hung using zip ties.

Guidelines for Appropriate Outdoor Signage

1. Signage intended to be displayed on the grounds of any campus location must be made of material that will be durable in any kind of weather and the material must be approved for use by Plant Operations prior to the printing of the sign.
2. The size of the signage intended to be displayed on the grounds of any campus location must not exceed the maximum allowable size for designated areas so as to not obstruct sidewalk and/or roadway traffic.